

## R.O.C.K.S AFTERSCHOOL PROGRAM

# PARENT PACKET 2021/2022



*Providing affordable afterschool programming in a safe environment through recreational and enrichment activities to benefit the youth of the community.*

We are looking forward to having your child participate in 2021/2022 R.O.C.K.S Afterschool Program and hope that each participant in our program has a positive experience. Below is useful information about how the R.O.C.K.S Program operates:

As a result of the recent novel coronavirus, COVID-19, pandemic the City of Costa Mesa continues to follow state and local guidance of physical distancing and safety protocols to protect children, families and the community, and slow the spread of COVID-19. City staff will monitor state and local health guidelines, and may modify or create new protocols as needed.

- The R.O.C.K.S Program provides supervision by City of Costa Mesa Parks and Community Services staff on the school campus Monday - Friday from kindergarten dismissal until 6:00 p.m. Attendance is not mandatory and participants may be picked up anytime throughout the program with code word provided. The program observes all NMUSD holidays, in-service days, and vacation breaks.
- The R.O.C.K.S Program is a fee-based, non-licensed, recreational program that requires the children to sign-in when entering the program and parent/guardian to sign their child out at the end of the day. At registration, parent/guardian will choose a code word, which will be required to sign out the participant. Parent/guardians can also give children written permission to sign themselves out. Children are required to stay with the program on the school grounds until they are officially signed out of the program. Once signed out, they must leave the school grounds.
- **AGES:** Children entering Kindergarten – 6<sup>th</sup> grade for the upcoming 2021/2022 school year.
- **ACTIVITIES:** Each participant in the program will have the opportunity to participate daily in active and passive games, arts & crafts, enrichment activities, and 30 minutes of homework time.
- **REGISTRATION & FEES**
  - A completed R.O.C.K.S registration form is required for each participant.
  - Registration takes place online or in person during normal business hours at City Hall and the Downtown Recreation Center.
  - Fees are set regardless of the actual number of school days or the number of days your child attends the program.
  - There will be new capacity limits at each R.O.C.K.S location. A waitlist will be created once filled.
  - Requests for refunds will be charged a \$20 refund fee and must be made in writing within the first week of the program session. A service charge of \$25 will be required on all returned checks.
  - Registration BEFORE 11:00am is required for your child to participate that same day. If a child is not paid for that day, program staff will call the parents/guardians to update them along with having the child sit out from activities.

## ▪ **SIGN-IN/OUT PROCEDURES**

- Parents/guardians must be present and provide the child's codeword when signing out.
- Parents must wear a mask while indoors.
- A Community Services Leader will pick up Kindergarten and 1<sup>st</sup> grade participants directly from their teacher or the teacher will bring them directly to the program. Participants in grades 2<sup>nd</sup> through 6<sup>th</sup> have the responsibility to sign-in with R.O.C.K.S staff by walking to the designated R.O.C.K.S sign-in area immediately after the main dismissal bell.
- If your child needs supervision before and/or after school related extracurricular activities on campus (band, drama club, etc.), sign-in/out procedures will need to be arranged with onsite R.O.C.K.S Program staff.
- Staff cannot stay past 6:00 p.m. to supervise the playground and/or children. If children are not picked up by 6:00 p.m. and do not have permission to sign themselves out of the program, staff will attempt to contact names listed on the registration form to arrange pick-up. If staff cannot reach parents or others listed on the registration form, the Costa Mesa Police Department (CMPD) will be called and the child will be picked up and held in protective custody until a parent or legal guardian arrives. In addition, \$20 for every 10 minutes, or part thereof, for late pick-ups may be charged. Frequent pick-ups after 6:00 p.m. may result in removal from the R.O.C.K.S Program and will be determined on a case-by-case basis by the staff.
- Upon arrival, staff will conduct a basic wellness check by taking your child's temperature with a non-contact thermometer to ensure they do not have a fever of 100.4°F or higher and monitoring for any of the symptoms indicated by the CDC defined symptoms of COVID-19.

## ▪ **COVID-19 PROCEDURES**

- The R.O.C.K.S Program follows state and local COVID-19 guidelines.
- Face masks are not required to be worn while the program operates outdoors. However, all participants and staff are required to wear a face mask while indoors, regardless of vaccination status.
- Staff will sanitize equipment, supplies, and other touched items after use, and regularly provide handwashing time following activities and during transitions.
- If a child develops symptoms during the program, parents will be required to pick up their child immediately. The child will be placed in a supervised, separate area until parents arrive.
- Parents will be notified by phone call and email regarding any COVID-19 related cases involving individuals within the program.
- If your child has been in contact with someone diagnosed with COVID-19 or is presenting symptoms of COVID-19, please contact Assistant Recreation Supervisor, Tracy Habiger, at (714) 754-5083.

## ▪ **STAFF**

- Our staff will spend a considerable amount of time with your child. We highly encourage every parent/guardian to introduce themselves to onsite staff and to get to know them on a first name basis.
- Staff is comprised of the Parks and Community Services Department's Community Services Leaders and maintains a 1:20 ratio.
- Staff will undergo a daily wellness check before their shift and will receive a COVID-19 safety and procedural training prior to the start of the program.
- Staff will sanitize equipment, games, and other touched items before the program begins and after each use.

## ▪ **ADDITIONAL IMPORTANT INFORMATION**

- Please note, the R.O.C.K.S Program and the NMUSD staff do not share any personal information regarding your child(ren). For the safety of your child, information involving special accommodations, medical conditions, or special arrangements for sign-out procedures involving legal matters will need to be provided to R.O.C.K.S Program staff.

- Be aware that school campuses may be used by the community for recreational and educational purposes after school is dismissed each day. In addition to the R.O.C.K.S Program, other programs or activities onsite may include, but are not limited to, school sponsored programs such as “Project Kidz Connect” and/or specialty clubs, outside organizations (YMCA, Boys and Girls Club), community-based sports organizations (AYSO, Little League, Pop Warner, etc.), and the public.
- Enclosed is a copy of the **“Afterschool Fees”, “R.O.C.K.S Program Rules”, and “Participant Disciplinary Process.”** Please take the time to review these with your child so you understand what our expectations entail.
- Participants must be fully potty trained. If a participant has a restroom accident, disciplinary action will follow.
- Participants are fully responsible for all personal belongings (clothing, food, homework, etc.) brought to R.O.C.K.S. Please provide your child with a labeled backpack to store all belongings.
- Please note that the City strives to make reasonable accommodations for participants with a special need or developmental disability. The City does not currently offer structured inclusion services to participants that require a 1-on-1 aide for assistance or supervision during program hours. A 1-on-1 aide that is provided by the participant’s family/guardian will be accepted with proper documentation.

**If you have questions about the afterschool, fee-based R.O.C.K.S Program, please call (714) 754-5013, or the Parks & Community Services Department at (714) 754-5300.**

## R.O.C.K.S AFTER SCHOOL PROGRAM

# AFTERSCHOOL FEES

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### Payment Options & Fees

Fees are per session REGARDLESS OF THE ACTUAL NUMBER OF SCHOOL DAYS or the number of days YOUR CHILD(REN) ATTENDS THE PROGRAM. \*All fees listed below include the \$5 per session materials fee.

#### Sessions

# 1	August 23 – October 1, 2021	\$83*	(5 weeks)
# 2	October 4 – October 29, 2021	\$58*	(4-weeks)
# 3	November 2 – November 23, 2021	\$47*	(3-weeks)
# 4	November 29 – December 17, 2021	\$47*	(3-weeks)
# 5	January 3 – January 28, 2022	\$58*	(4-weeks)
# 6	January 31 – February 18, 2022	\$47*	(3-weeks)
# 7	February 28 – March 25, 2022	\$58*	(4-weeks)
# 8	March 28 – April 29, 2022	\$58*	(4-weeks)
# 9	May 2 – May 27, 2022	\$58*	(4-weeks)
# 10	May 31 – June 10, 2022	\$33*	(2-weeks)

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#### Registration Locations

- Online (added convenience fee) – [www.cmclassesonline.com](http://www.cmclassesonline.com)
- Downtown Recreation Center - 1860 Anaheim Ave. M-F 8am-5pm
- City Hall - 77 Fair Drive (3rd floor Recreation) M-Th 8am-4:30pm; walk-ins preferred

Please note: Only child(ren) registered **BEFORE 11:00 a.m. may attend the program the same day.** Registration **AFTER 11:00 a.m.,** child(ren) can participate the following day.

## R.O.C.K.S AFTERSCHOOL PROGRAM

# PROGRAM RULES

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*The R.O.C.K.S Afterschool Program has basic rules and regulations that are provided in the interest of the safety and well-being of all participants.*

1. All school rules apply.
2. Children are expected to do 30 minutes of homework/educational time every day except for Fridays. They can do their homework and/or read a book during the homework allotted time. Parents will need to provide all necessary equipment for children to complete homework (i.e. pencils, paper, etc.).
3. Children will be issued a R.O.C.K.S hand stamp or wristband daily. Children who prefer a wristband must wear the wristband while in the program and return to staff before leaving each day.
4. Children must be fully potty trained. If a participant has a restroom accident, a Disciplinary Action Form (DAF) will be given and the parent/guardian will be called to pick-up the participant immediately. Four DAFs will result in an expulsion from the program.
5. All toys, electronics, and additional items from home are **NOT** allowed. If staff can see or hear item(s) from home, item(s) will be confiscated and will only be returned to a parent/guardian. Necessary use of cell phones and Chromebooks are permitted by staff approval only.
6. For your child's safety, children must stay with staff and the program at all times until they are signed out of the program. Leaving from the program may result in a DAF.
7. Children must sign-in to the program within 10 minutes of dismissal from school or any after school clubs they attended. Failure to sign-in within 10 minutes will result in parental/guardian notification and may result in a DAF.
8. HFO Rule – Children must keep their hands, feet, and other objects to themselves at all times.
9. Staff Rule – Once a decision is made, it is final. Do not ask another staff the same question.
10. Rude behavior, foul language, spitting, biting, or fighting of any kind will not be tolerated.
11. Children are fully responsible for their own personal belongings (i.e. backpack, jacket, homework, etc.).
12. Children are required to ask staff to use the restroom and water fountain, and will be accompanied by staff to those locations. Inappropriate behavior in the restrooms and misuse of water fountains may result in a DAF.
13. If children are experiencing problems with other children in the program, they are expected to notify onsite Community Services Leaders. Community Services Leaders will handle disciplining of children involved. Parents are not permitted to discipline or speak with any child but their own.
14. Closed-toe shoes must be worn at all times.
15. Participants must respect and use playground and R.O.C.K.S equipment appropriately. Climbing on school fences, gates, buildings, roofs, trees, etc. is not permitted.

## R.O.C.K.S AFTERSCHOOL PROGRAM

# DISCIPLINARY PROCESS

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*Failure to comply with the R.O.C.K.S Program rules will result in disciplinary action. The level of disciplinary action is based on the discretion of the R.O.C.K.S Staff. Please note, disciplinary action may result in automatic suspension or expulsion, regardless if the child has had a warning and/or a written Disciplinary Action Form. All DAFs will result in the participant being sent home for the remainder of the day and will be kept on file for the remainder of the school year. Disciplinary action received in any program may result in expulsion or suspension from other City programs.*

The following is the R.O.C.K.S Program's disciplinary process:

1. If a participant displays inappropriate behavior, Recreation Leader will give the participant a verbal warning. The verbal warning will consist of reviewing the rule(s) broken and informing the participant that future inappropriate behavior will result in a consequence.
2. A second occurrence of inappropriate behavior will result in a consequence (i.e. time-out, campus clean up, apology letter, parent notification, removal from the activity, etc.).
3. If a behavior problem continues and steps 1 and 2 have been followed or a serious act is committed, a **FIRST** Disciplinary Action Form (DAF) will be completed and the R.O.C.K.S Program supervisory staff will be notified. The participant's parent/guardian will be contacted to discuss the inappropriate behavior. In addition, parents/guardians will be informed that if the behavior continues, suspension and/or expulsion from the R.O.C.K.S Program may result.
4. If the inappropriate behavior continues to occur and step 3 has been completed, a **SECOND** Disciplinary Action Form (DAF) will be completed and the R.O.C.K.S Program supervisory staff will be notified. The participant's parent/guardian will be contacted to discuss the inappropriate behavior. In addition, parents/guardians will be informed that if the behavior continues, suspension and/or expulsion from the R.O.C.K.S Program may result.
5. If steps 1-4 have not resolved the situation, and inappropriate behavior continues, a **THIRD** Disciplinary Action Form (DAF) will be completed. R.O.C.K.S Program supervisory staff will contact the parent/guardian to inform them that their child will be suspended from the R.O.C.K.S Program for a specified period of time (2 days to 2 weeks). A letter will be sent to the parent/guardian by supervisory staff to confirm the suspension and to inform them that if the behavior continues their child will be expelled from the R.O.C.K.S Program.
6. If steps 1-5 have been followed and the inappropriate behavior continues to occur, a **FOURTH** Disciplinary Action Form (DAF) will be completed and R.O.C.K.S Program supervisory staff will contact the parent/guardian to inform them that their child has been expelled from the R.O.C.K.S Program for the remainder of the current school year. A letter will be sent to the parent/guardian by supervisory staff to confirm the expulsion.